

**The Glen of Pacific Grove Homeowners Association  
Board of Directors Meeting Minutes  
July 16, 2014**

**Board Members**

Diane Hardcastle President  
Terry Field Treasurer  
Stephanie Lee Secretary  
Lindsay Munoz Director at Large  
Connie Shelsatad Director at Large

**Others Present**

Tim Dillon Access Association Services, Inc.  
Nine Homeowners

**Item I Call to Order 6:00 PM**

The Board of Directors meeting was called to order at 6:00 PM by President, Diane Hardcastle.

**Item II Consent Agenda 6:05 PM**

A motion was made, seconded and unanimously approved to accept the consent agenda as presented.

- A. Minutes – June 18, 2014
- B. Work Order Summary
- C. Correspondence Summary

**Item III Action Items 6:15 PM**

Management reported on the following items:

- A. #48 Water Intrusion – Management reported on the findings from Martin Walker Construction after performing a water test on the unit. The building exterior envelope was water tested at the wall left of the concrete patio for 20 minutes and did not leak. When water was directed towards the door, the water passed underneath the door threshold into the unit. There is no threshold flashing at these doors allowing the water to gain entrance at this location which is also affected by the concrete patio having little or no positive slope away from the building as well as the height of the finished concrete that is higher than it should be, further compounding the issue. The proper repair would be to install a GSM threshold flashing integrated into the exterior building envelope and to remove and replace the concrete patio with the proper finished height and a 2% positive slope away from the building.  
  
Rider Concrete has been contacted to provide the appropriate removal and repair to prevent further water intrusion into the unit. The owner is out of town and will respond upon return, but he did not feel that the concrete was at fault.
- B. Park Lighting Update – Roque from the City of Pacific Grove contacted Diane Hardcastle to report that the three light fixtures and new double pole for the parking area are on order and expected within a few weeks.
- c. Rule Violation #14 –The Board approved sending a rule reminder notice to move the trash cans from the common area after collection.

**Item IV Committee Reports 6:30 PM (3 to 5 Minutes per Committee)**

- A. Presidents Report – Diane
  - Diane announced that due to work commitments, she would be resigning her position as President effective tonight. A motion was made, seconded to appoint Stephanie Lee as President. Stephanie accepted provided that Diane accepts the position of Secretary. Motion carried unanimously.
- B. Financial Report – Terry
  - Terry provided an email report on the financials for the period ending June 30, 2014.
  - Although he could not provide a detailed analysis, the June financials look pretty much in line with our financial plans for this fiscal year. The modest surplus of \$390 for the 10 months would indicate that we are absorbing the water bills and the additional expense associated with Glen Lake, pretty well.

- As you know, we planned to use the \$5100 surplus we had for last fiscal year which will cover any deficit we have for this fiscal year. I am still optimistic that we will not have any deficit for this fiscal year of more than \$5000. It was comforting to see the water bill for this month of around \$1500 which should indicate that our grass removal program is starting to pay off.
- C. Maintenance Report – Manager
- Painting Project – Specifications will be provided by Benjamin Moore Paint and bids will be solicited for repainting of the complex planned for 2015/2016.
  - Work Order – Management will follow up on minor repair work orders with Jason and provide a report for the Board.
- D. Lake Report – Stephanie
- Stephanie reported that Rick has stepped down from the lake committee, and Stephanie will take over the position.
  - John Jett has been contracted to remove algae and debris every two weeks at a cost of \$500 monthly. Initially, the algae was distributed on site, however this last week, it was placed in the landscape recycling bins and removed.
  - As the water lowers, there may be a need to install retaining walls if required, bids will be obtained.
- E. Architectural Report – Ken
- No architectural items to report.
- F. Website – Ken
- No website items to report.
- G. New Resident Report – Betty
- Haven't welcomed anyone since Albert and Sheila Munoz-Flores who bought unit 13. I have already forwarded their info to you.
  - I am waiting to see if someone will move into 9 or 54 so I can get those taken care of before I go to Europe on vacation Monday July 21st until Wednesday Aug 6th inclusive. It's always chaos before vacation!
  - Have not seen any action at unit 10 since I work during the day - are the Schaefer's gone?
  - Have not heard back from tenant Craig Kleindl in unit 52 to find out if he still lives there. Pat Bradley thought he had moved. In my previous e-mail, I told you I left him a voicemail, but he has not called back.
  - FYI, I saw in the Police Log in this week's Carmel Pine Cone about the theft of a wallet from a purse from a vehicle here in the Glen.
- H. Community Committee – Patti
- Lindsay commented on the July 4<sup>th</sup> BBQ event noting that 40 residents attended, the weather was great and everyone had a great time.
- I. Rule Committee – Lindsay
- Lindsay reported on the following items reported since the last meeting
- Theft from vehicle in #14.
  - Teens observed reaching over the front gate and some jumping over the fence.
  - Dead crow reported in the common area, police called on another matter removed it. The Board noted that homeowners can contact animal control directly rather than contact the Board.
  - Report of unit #63 parking in the fire lane in front of the house for several hours.
  - Request to have #52 not place trash cans in front of the mailboxes.
- J. Ad Hoc Committees – Lindsay
- Lindsay reported that the large grass removal project is 90% complete; they are waiting on a few of the larger plants to come in to finish.

- A leak was reported by Candy at #110 the main line leak was located about three feet down.

K. Landscape Report - Lindsay

- Unit 54 requested additional work on the back of the unit; Lindsay advised that it will be scheduled with the normal landscape maintenance.
- The dead hedge at #72 will be replaced also on the regular maintenance schedule.

**Item V                                      Open Forum                      6:45 PM                      (3 Minutes per Member)**

- A. Andi Carr requested information about the association is communicated to new residents and volunteered if needed to serve on a committee.
- B. Ken Morley asked about a plan for replacing the remaining sprinklers with drip irrigation. Lindsay will investigate.
- C. Rick Murai requested:
- ✓ The revised terms of officers on the Board.
  - ✓ If there was a list of dry rot damage to fences.
  - ✓ Questions about bids for dredging the lake.
  - ✓ Request to trim trees for building clearance.
- D. Candy Pollock requested the following:
- ✓ Asked about the drain lines, management advised that Roto-Rooter will have to submit bids for clearing.
  - ✓ Suggested having Carp put in the lake to control algae.
  - ✓ Requested that the speed bumps be lowered, management will request bids.
  - ✓ Questions regarding the entry gate calling her number, suggested contacting Betty.

**Item VI                                      Next Meeting Date                      6:55 PM**

The next Board of Directors meeting is scheduled for August 20, 2014 at 6:00 PM at the Forest Grove Clubhouse.

**Item VII                                      Adjournment                      7:00 PM**

There being no further business before the Board, the meeting was adjourned at 7:00 PM.